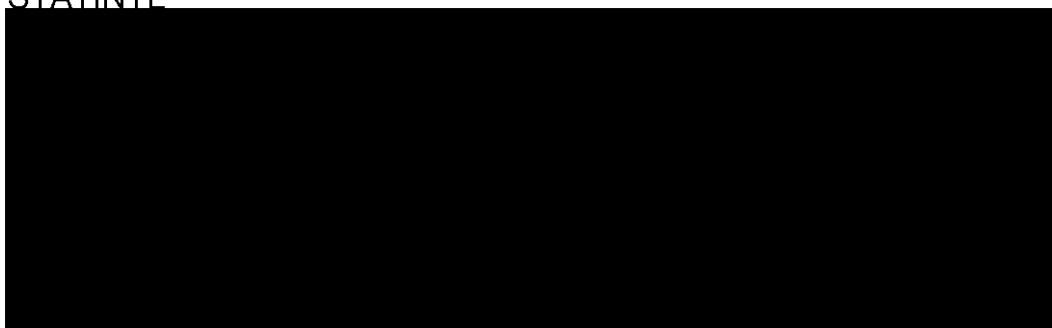


STATINTL



As a result of our recent survey of your accounting procedures and audit of accounting records in connection with Contract (your project G-1608), the requirement of submitting substantiating documents with your billings has been waived. However, in order to preclude certain technical exceptions, it is requested that you execute the following certification on all future billings:

"I further certify that the personal services and the supplies, equipment, materials, etc., listed hereon were required by and were used in the performance of the work under the contract referred to on this voucher and that payments have been made of all amounts for which reimbursements are hereby claimed; that the amounts claimed for personal services involving part time work, determined from a distribution of wages for the period indicated to be directly chargeable to the United States under the provisions of the contract referred to on this voucher, are true and correct and that payments of these amounts have been made to all employees whose wages are included in the distribution; that payrolls, procurement records, invoices and requisitions concerned will be kept for at least five years, subject to inspection upon request by authorized representatives of the United States Government; and that no individual items costing \$50. or more have been included in the sub-totals and totals of charges for which no itemizations or evidentiary substantiations are furnished."

16
O
22

It is noted that the following costs were incurred during March, 1951 and included in your April, 1951 billings, whereas Contract No. [redacted] was dated 3 April 1951:

Staff Time - 16 hours at various charge-out rates	\$62.24
Overhead - 16 hours at \$1.50 per man hour	24.00
Fee on above costs	5.17
Total	<u>\$91.41</u>

In order that these costs may be considered for approval and acceptance under the contract, it is requested that you furnish a statement as to whether they were incident to the performance of the contract or incurred in connection with contract negotiations. A brief statement as to the nature of the staff time involved is also desired.

Very truly yours,

STATINTL

Contracting Officer

D/No